



## **POSTAL REGULATORY COMMISSION**

### **JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 06-16**

**OPEN: MARCH 11, 2016**

**CLOSE: MARCH 25, 2016**

**POSITION TITLE:** ATTORNEY ADVISOR/ASSOCIATE ATTORNEY ADVISOR  
**GRADE:** PRC-5/6  
**SALARY RANGE:** PRC 5 \$84,312 – \$125,000; PRC 6 \$100,300 – \$140,000  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF THE GENERAL COUNSEL  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001

**SECURITY**  
**CLEARANCE:** PUBLIC TRUST BACKGROUND INVESTIGATION  
**INFORMATION:** ONE OR MORE POSITIONS MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT  
**WHO MAY BE**  
**CONSIDERED:** OPEN TO ALL US CITIZENS

### **INTRODUCTION**

The Postal Regulatory Commission, Office of the General Counsel (OGC), has an exciting opportunity for a highly motivated and skilled attorney with experience and interest in complex and novel legal matters. OGC attorneys work in a unique regulatory environment where the regulated entity (the United States Postal Service) is a government establishment that is obligated to provide universal mail service and simultaneously has a dominant position for some types of mail (supported by a monopoly) and participates in a competitive market for other types of mail.

### **OVERVIEW**

The Postal Regulatory Commission is an independent establishment of the executive branch created by the Postal Accountability and Enhancement Act (PAEA) to provide strengthened oversight of the United States Postal Service. The five-member Commission promotes high quality universal mail service for the American people by ensuring Postal Service transparency, accountability, and compliance with the law. The Commission is the primary regulator of the Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the general public.

As a small independent executive branch agency, the Commission provides the opportunity to work in a highly skilled, professional and collegial environment with a talented and committed staff and to directly contribute to Commission decisions. The Commission's mission is to ensure transparency and accountability of the United States Postal Service and to foster a viable and efficient postal system. OGC supports this mission through providing legal analysis on a variety of complex issues in several types of cases, including matters that: form



precedent for the Commission, evaluate Postal Service actions on rates and service, use data comprised of economic and financial information, propose regulations under the Commission's statutory rulemaking authority, and combine a unique blend of law, economics and policy. Working with other Commission technical staff as part of a team, OGC provides legal guidance to the Commission on internal policies, procedures, and practices (including policy recommendations to senior level officials, administrative actions and policies that have an agency-wide impact, and advice on legislative matters such as proposed legislation and preparation for Congressional hearings). OGC also works with the U.S. Department of Justice on appeals of Commission decisions to the U.S. Court of Appeals for the District of Columbia Circuit.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Attorney-Advisor, PRC-5**

The incumbent receives assignments from the General Counsel and Deputy General Counsels (Deputies), who work with the attorney to set objectives, priorities and deadlines. The incumbent is under the supervision of a Deputy or senior level attorney, but is expected to plan and carry out successive steps and handle routine cases and issues as they arise. The incumbent will receive additional assistance with situations that do not have clear precedent. The incumbent keeps the General Counsel and Deputies apprised of potentially controversial matters and progress on meeting work objectives and assignment deadlines. Work is reviewed for accuracy, completeness, and effectiveness in meeting requirements or expected results.

After an initial period of informal training, the incumbent is expected be able to handle routine assignments independently and, when necessary, seek guidance and advice from a senior level attorney or Deputy. The incumbent is expected, following exposure to a range of assignments and cases, to build a baseline of competency with Commission legal practice. The incumbent must have a level of skill and ability (based on prior career experience) that informs his/her judgment as to when a higher level of attention/review is necessary. An Attorney-Advisor, PRC-5:

- Drafts legal notices, orders, regulations, reports, memoranda, policies, and other documents upon request and according to accepted form and practice.
- Coordinates with technical staff to develop technical and legal analyses in areas such as cost allocation and causation; application of analytical and economic principles to Commission proceedings; and the Postal Service's compliance with applicable statutory and regulatory provisions. With technical staff, makes recommendations to the General Counsel, Deputies, and other senior leadership based on data analyses and findings.
- Analyzes pleadings filed with the Commission; conducts applicable legal and policy research; and provides legal advice and assistance to Commission staff, including the General Counsel, Deputies, Commissioners' staff, and technical staff on routine matters.
- Identifies potentially ambiguous, contentious, complex, or novel legal issues raised in Commission proceedings or during review of internal Commission policies or practices, and seeks guidance on those issues from a senior level attorney, Deputy, or the General Counsel.
- Provides written and oral reports, memoranda, and briefings based on legal research and analyses and assists in the development of proceedings' records, including developing requests for information from participating parties.



## **MANDATORY QUALIFICATIONS**

The following qualifications must be demonstrated in your resume and cover letter through professional experience, education, or bar certification.

1. Successful completion of a full course of study in a school of law accredited by the American Bar Association (ABA) and a professional law degree (LLB or JD).
2. Membership in good standing with a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.
3. At least one year of professional experience, such as a clerkship or in general law practice, which required extensive legal research, writing, and analysis, on a variety of complex civil or administrative (non-criminal) legal issues.
4. Experience researching areas of law with little or no precedent, producing complex legal analysis based on that research, and presenting well-reasoned conclusions or recommendations verbally and in writing.
5. Experience or education demonstrating ability to review, discuss, and interpret complex quantitative or technical concepts and work with subject matter experts to apply a legal framework to complex quantitative or technical facts.
6. Experience briefing or informing mid-level or senior decision-makers of background/context, analysis and recommendations for future action.
7. Ability to work independently using critical thinking and research skills to resolve unique questions of law or fact.
8. Ability to manage an independent workload/caseload and allocate time among a number of competing long-term, medium-term and short-term projects.

## **PREFERRED QUALIFICATIONS**

1. Experience with general principles of administrative law, such as drafting proposed regulations, providing comments in administrative proceedings, drafting administrative decisions or representing parties before administrative law judge or administrative bodies.
2. Experience reviewing and providing guidance on interpreting government contracts.
3. Knowledge of applicable economic and legal regulatory concepts, such as competition/antitrust law, accounting principles, laws affecting the United States Postal Service, and/or operations and services of the United States Postal Service.
4. Judicial or administrative law clerkship experience that included an extensive research and writing component.



## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Associate Attorney Advisor, PRC-6**

The incumbent receives assignments from the General Counsel and Deputies who work with the attorney to set objectives, deadlines and priorities. The incumbent is responsible for planning and carrying out project assignments, as well as developing approaches and methodologies. The incumbent is responsible for independently handling all routine and most complex problems and issues as they arise and keeps the General Counsel and Deputies apprised of potentially controversial matters. Completed non-routine work is reviewed for accuracy, completeness, and effectiveness in meeting requirements or expected results. Work on more routine matters is reviewed for legal consistency, accordance with Commission requirements, and is expected to be accurate, polished, and complete on submission.

An Associate Attorney Advisor, in addition to independently working on routine matters, is assigned matters of increasing complexity and difficulty, and may be assigned to cases where no prior Commission guidance is available. An attorney at this level will report to a Deputy, but will only require occasional guidance on more routine matters. On less routine matters, an attorney at this level is expected to accurately identify potential ambiguous, controversial, or novel issues and provide the assigned Deputy or General Counsel with recommendations as to how to best handle the matter consistent with Commission practice.

An Associate Attorney Advisor will be capable of providing guidance and mentoring to less experienced attorneys on matters within the Commission. This may include providing informal and formal training and reviewing work. An Associate Attorney Advisor, PRC-6:

- Independently drafts all routine legal notices, orders, regulations, reports, memoranda, policies, and other documents upon request and according to accepted form and practice. Reviews and provides feedback on such documents prepared by a less experienced attorney upon request.
- Leads projects with teams of attorneys and technical staff who coordinate to develop technical and legal analyses in areas such as cost allocation and causation; application of analytical and economic principles to Commission proceedings; and the Postal Service's compliance with applicable statutory and regulatory provisions. Makes recommendations to the General Counsel, Deputies, and other senior leadership based on analyses and findings.
- Analyzes pleadings filed with the Commission, conducts applicable legal and policy research; and provides legal advice and recommendations to Commission staff, including the General Counsel, Deputies, Commissioners' staff, and technical staff on routine and more complex matters.
- Identifies potentially ambiguous, contentious, complex, or novel legal issues raised in Commission proceedings or during review of internal Commission policies or practices, and develops recommendations for senior leadership as to how address those issues.
- Provides written and oral reports, memoranda, and briefings based on legal research and analyses and assists in the development of proceedings' records, including developing requests for information from participating parties.
- Recommends final disposition of issues and prepares drafts of final Commission decisions.
- Serves as a mentor to less experienced attorneys and staff.



## **MANDATORY QUALIFICATIONS**

The following qualifications must be demonstrated in your resume and cover letter through professional experience, education or bar certification.

1. Successful completion of a full course of study in a school of law accredited by the American Bar Association (ABA) and a professional law degree (LLB or JD).
2. Membership in good standing with a state, territory of the United States, District of Columbia or Commonwealth of Puerto Rico bar.
3. At least one year of professional experience, such as a clerkship or in general law practice, which required extensive legal research, writing, and analysis, on a variety of complex civil or administrative (non-criminal) legal issues.
4. Experience researching areas of law with little or no precedent, producing complex legal analysis based on that research, and presenting well-reasoned conclusions or recommendations verbally and in writing.
5. Experience demonstrating ability to review, discuss, and interpret complex quantitative or technical concepts and work with subject matter experts to apply a legal framework to complex quantitative or technical facts.
6. Experience briefing or informing mid-level or senior decision-makers of background/context, analysis, and recommendations for future action.
7. Experience or demonstrated ability to review, mentor, and guide less experienced attorneys or staff on more routine legal matters.
8. Experience working independently, using critical thinking and research skills to resolve unique questions of law or fact.
9. Experience managing an independent workload/caseload and allocating time among a number of competing long-term, medium-term, and short-term projects.
10. Knowledge of laws affecting and operations of the United States Postal Service.
11. Knowledge of economic and regulatory concepts relevant to the Commission's regulation of the United States Postal Service.

## **PREFERRED QUALIFICATIONS**

1. Experience working on rulemakings or adjudications conducted pursuant to the Administrative Procedures Act.
2. Knowledge of applicable economic and legal regulatory concepts, such as competition/antitrust law and accounting principles.
3. Judicial or administrative law clerkship experience that included an extensive research and writing component.



## EVALUATION

You will be evaluated by a screening panel based on evidence of your ability to successfully perform the duties of the position according to the qualifications outlined in this announcement. The panel will forward the appropriate candidates to the General Counsel for further consideration and possible interview.

To be eligible for consideration, your application materials must demonstrate that you have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of the position described above. Typically, experience will be related to legal or regulatory work at a level similar to this position and may encompass paid and unpaid experience, including volunteer work (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work can help to build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

## BENEFITS

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.opm.gov/healthcare-insurance/healthcare/>

**Life insurance** coverage is provided. More info: <http://www.opm.gov/healthcare-insurance/life-insurance/>

**Long-Term Care Insurance** is offered and carries into your retirement. More info: <http://www.ltcfeds.com/>

New employees are automatically covered by the **Federal Employees Retirement System (FERS)**. If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.opm.gov/retirement-services/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2016>

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You may participate in the **Flexible Spending Account (FSA)** program for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans.



## CONDITIONS OF EMPLOYMENT

- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- To ensure the accomplishment of our mission, the Postal Regulatory Commission requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation as a condition of placement into this position.

## REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

## EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

## VETERAN INFORMATION

The Commission does not use a formal rating system for applying veteran preference to attorney appointments; however, the Commission does consider veteran preference eligibility as a positive factor in attorney hiring. Applicants eligible for veteran preference and who wish the Commission to consider it must include that information in their resumes and attach supporting documentation (e.g. DD-214 or other substantiating documents) to their applications. ***Without this documentation, applicants will not receive veteran preference.***

## LEGAL AND REGULATORY GUIDANCE

**Social Security Number**—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

**Privacy Act**—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under 5 U.S.C. §§ 3302 and 3361.

**Signature**—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements**—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service**—If you are a male applicant born after December 31, 1959, on request you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.





## WHAT TO EXPECT NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications. Appropriate candidates will be referred to the General Counsel for further consideration and possible interview. You will be notified of the outcome.

Prior to any interview, you will be requested to provide a writing sample that demonstrates your ability to describe legal and/or technical concepts clearly, understandably, and persuasively.

## HOW TO APPLY

You are requested to apply through the online application system at [www.USAJOBS.gov](http://www.USAJOBS.gov). Follow the prompts to register, answer questions and submit all required documents.

**If you already have a USAJOBS account, click "[Apply Online](#)" and follow the prompts to attach any additional documents that may be required.**

**In order for your application to be considered complete, the following documents must be submitted:**

1. Cover Letter (no more than two pages)
2. Resume showing relevant experience; *(If you are claiming veteran preference, you must indicate the type of veteran preference you are claiming on your resume)*
3. A minimum of three professional references (at least two of whom have directly supervised the applicant)
4. Five point veterans must submit a DD214
5. Ten point veterans **must** submit the following:
  - a. A copy of your DD214
  - b. Application for 10-point veteran preference, SF-15 [http://www.opm.gov/forms/pdf\\_fill/sf15.pdf](http://www.opm.gov/forms/pdf_fill/sf15.pdf)
  - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
  - d. If you're currently serving on Active Duty: submit a statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>.

**Additionally, applicants are strongly encouraged to submit:**

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)  
[http://www.prc.gov/sites/default/files/job-openings/OMB\\_FORM\\_3046-0046.pdf](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

***All applications must be received by 11:59 pm on March 25, 2016.***

If you plan to submit the application by mail, please send your application at least two weeks before the deadline because mail to federal government agencies in Washington, DC may be delayed by security screening procedures.

Mailed applications will be accepted at the following address:





Postal Regulatory Commission  
901 New York Ave., NW Suite 200  
Washington, DC 20268-0001  
ATTN: Vacancy #PRC 06-16

Applications will not be accepted by fax.

**FOR MORE INFORMATION**

You can obtain forms and additional information by contacting Sherri Proctor at 202-789-6869.